

# **CITY OF REDMOND ARTS COMMISSION**

## ***MINUTES***

**September 14, 2006**  
**Redmond Council Chambers**

*"Voice the views of the community to Mayor and City Council in reference to all cultural endeavors"*

**COMMISSIONERS PRESENT:** Chairperson Roy Leban, Vice Chair Tom Flynn, Eva Moon, John Stilin, Latha Sambamurti, KayTarapolsi, Kamal Siegel

**ABSENT AND EXCUSED:** Jill Krusinski, Lisa Shine

**STAFF PRESENT:** Sandra Bettencourt, Recreation Division Manager; Debra Churchill, Recreation Program Manager; Jill Smith, Events & Marketing Coordinator; Meagan Farrell, Recording Secretary

**GUESTS PRESENT:** Jill Schmidt, Brandie Lakman, Phil Teller, Linda Teller, Melna Skillingstead, John Davis

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### **AGENDA**

***Note: Bold/italic text denotes Staff and Commissioner follow-up resulting from this meeting.***

#### **I. CALL TO ORDER**

Chairperson Roy Leban called to order the regular meeting of the Redmond Arts Commission (RAC) at 7:10 p.m. at the Redmond Council Chambers.

#### **II. APPROVAL OF MINUTES**

The Redmond Arts Commission (RAC) minutes of August 10, 2006 were approved as submitted.

**Motion for approval of the RAC minutes of August 10, 2006 as submitted by:** Chairperson Leban

**Second by:**

**Motion carried:** 6-0 unanimous

#### **III. CHANGES TO AGENDA**

Commissioner Flynn asked that fellow commissioners be mindful of the time allotted per item. He pointed out that last month's meeting ran until 10pm.

V. General RAC Business:

A. Strike Commissioner Term Letters from Agenda

VI. Performing / Literary Arts:

A. Site Specific Performances

IX. Arts Education

A. Grant Application

#### **IV. ITEMS FROM THE AUDIENCE**

Alexey Palladin of the Palladin Art Gallery and Studio at Redmond Town Center spoke about his studio. He has a 2,000 square foot facility featuring 15 artists, mostly from the local area. They are open from 10 a.m. until 9 p.m. each day except Sunday.

John Davis, former RAC Commissioner, spoke in honor of Melna Skillingstead. He thanked her for her 25 years of service to the City of Redmond, citing many of her outstanding achievements and contributions to the Arts program. He encouraged the commission to name one of the programs that she started in her honor. Skillingstead's last day was Friday, September 8, 2006. She has retired from the City of Redmond.

Following John Davis' comments, Chairman Leban noted that a tribute to Melna had been planned for later in the meeting, but the commission would do it then. He commented about how the art in Redmond has benefited from Melna's work and dedication over the last 25 years. To honor Melna, the RAC is creating a plate which will be enscribed "Melna, thanks for 25 years!" and will be signed by commissioners past and present. Former Commissioner Jill Schmidt has volunteered to paint the plate. Chairman Leban has emailed former commissioners and asked Debra Churchill to email those that he missed to get signatures as well. Once all the commissioners have signed the plate, it will be presented to Melna. Some of the other the commissioners also made personal comments about Melna's dedication and hard work.

Melna Skillingstead, former Arts Administrator, thanked everyone for their kind words. She also presented the staff and commissioners with flowers as a token of her appreciation for the years they have worked together.

#### **V. STAFF REPORTS**

##### **A. Parks and Arts Tour**

Churchill is planning for this to take place sometime in the end of October. It will happen on a Saturday from 9-11. ***She will email everyone once the***

***date is set.*** It will be very educational and she encourages everyone to attend if possible.

## **B. Staff Reports**

Debra Churchill will be emailing out a report to the RAC as well as passing out a written staff report at each meeting. Please review this before the meeting. If no one has any questions, then this will not have to be reviewed at the meetings. This is an attempt to improve communications between staff and the commission.

## **C. Volunteer Hours**

Chairman Leban asked if Churchill wants volunteer hours broken down by activity. Churchill stated that hours did not need to be broken down. She stated that they are used for workman's compensation and to document for statistical and impact reasons. ***She requested that each RAC commissioner report their total volunteer hours to her each month via email.*** They will also be used for annual reports.

## **D. Tourism Grant Request**

Vice Chairman Flynn asked if this is an annual grant request. Churchill stated that this process has changed. It is no longer a grant process. Now a percentage of this money is set aside for city functions. A portion is still in grant form for the public to apply for. The city still has to justify what they are spending the money on for auditing. The city staff puts together a request that includes how much money they want and what they want to spend it on.

## **E. Stolen Art – Hygrometus I**

Churchill was asked to clarify how much the claim was for the stolen art. She stated that it was approximately \$600-700. ***She stated that she would email everyone with the exact amount.*** Leban asked where the money will come from. Churchill stated that the city is self insured. Insurance is for 50% of the value of the piece.

## **F. Chamber of Commerce Advertising**

The advertising in the Chamber brochure is an example of how the staff plans to collaborate in an effort to further stretch funding.

## **G. Vacant Position**

Bettencourt is getting ready to advertise for the Arts Administrator position. If the committee members have any recommendations on what qualities they would like to see included in this job description, please email her. The job

will be opening Friday, September 22 and will remain open for 2-3 weeks. They are hoping to draw candidates nationwide. They are specifically looking for someone with an arts background and who knows policy and programming. They are hoping to advertise for a 30 hour per week position. Staff is in the middle of the budget process. A management position was eliminated to allow for funding for key positions. Some of these hours will go towards the Arts Administrator position. An organizational plan will be presented once everything is approved.

## **VI. SPECIAL ITEMS**

### **A. Committee Restructure Recommendation - Stilin**

The committee created a proposal to organize into three branches:  
Committee Programs – This group works on how to deliver things to the community.

Infrastructure – This group creates the environment to deliver the deliverables.

Administration and Management – This group does strategy, planning, budgeting, etc.

Under this proposed organization, the RAC can focus more on the strategy and assign tasks to staff for implementation. Successful committees have projects to focus on. Each branch can structure themselves as they see fit. Leban pointed out that a goal in the restructuring was for the committees to focus more on being proactive then reactive. Leban stated that the committee needs to delegate to staff or volunteers to be more effective and not get weighed down with the details. The committee needs to think more about guidelines, policies and procedures. Flynn stated that there needs to be a plan to make this transition. He thinks this is a very workable plan. The restructuring committee hopes to have a meeting this week to discuss this further and have this put into play in the next few weeks, before the next meeting. Churchill stated that the committees would focus on the bigger pictures and mold the next step. They may assign themselves jobs or pass tasks on to staff.

### **B. Strategic Plan Final Review and Approval**

The newest version was emailed today at 3:00 and is also in the packet. Many changes have been included and commissioners felt like they needed more time to review the updates. The Strategic Plan will be presented as a draft at the September 26 joint meeting as it is still a work in progress. ***Any input or changes should be emailed to Churchill by Tuesday, September 19<sup>th</sup>.*** Strategies and Objectives will be given to the new committees to work on and evaluate.

**Motion to approve Strategic Plan as a draft and include words “is considering” in the goal statements by:** Commissioner Siegel.

**Second by:** Commissioner Flynn.

**Motion carried:** 6-0 unanimous

### **C. Ground Rules Discussion**

Commissioner Flynn sent the ground rules to Churchill, but she was out of the office. This discussion was tabled until the next meeting.

### **D. Art Outside the Box - Siegel**

The proposed location will be 85<sup>th</sup> and 160<sup>th</sup>, outside of the Wells Fargo Bank. Jill Schmidt, former Arts Commissioner and owner of Illustrated Spaces, is doing the project with her partner Brandy Lakeman. Schmidt presented the final drawing that is based on kids' art. She re-did the design in spray paint because of the anti vandalism coating on the boxes. She talked to the City of Santa Fe (who painted their boxes as well) and the Public Works department about how to make the paint stay.

## **INTERMISSION**

Performance by Commissioner Sambamurti, accompanied by John Stilin, Eva Moon, and Mike Gordon, performing contemporary Indian music.

## **VII. PERFORMING ARTS - Sambamurti**

### **A. Arts in the Park Report**

Performers are also encouraging interaction at events, such as theater groups inviting kids to come on stage and participate. Attendance at events is increasing. Attendees are mostly from Redmond, but there has been an increase in visitors from outside the area. The attendees are diverse in age and ethnicity. People are also being bussed in for certain events, which is a good boost for tourism. The artists enjoyed performing in Redmond and the audiences they drew. The 2006 Arts in the Park was a great success. Thanks to the sponsors, staff, Performing Arts Committee members and RAC members that worked hard to make this successful. The committee will review feedback and start planning for 2007. Shakespeare's Tempest is playing at Idylwood over the next two Saturdays if anyone is interested in attending.

### **B. Winter Performance Series**

Pacific Performing Arts Center - (A grand Chinese Cultural Showcase to celebrate Chinese New Year)

Venue of the performance: Redmond Performance Center.  
Date - Feb 03, 2007. Time - 7.00PM.

Brothers from Different Mothers  
Venue - Rosehill Junior High School Auditorium  
Date - Jan 20, 2007. Time - 7.00 PM.

Children of the Revolution .  
Venue - Redmond Performance Center.  
Date - Jan 27, 2007. Time - 7.00 PM.

Back-up Group for Children of the Revolution  
Name of the group: Magical Strings  
Venue - Rosehill Junior High. Time - 7.00 PM.

## **VIII. VISUAL ARTS**

### **A. Percentage of Art Project**

Visual Arts Committee met and came up with initial proposal for what they are doing. It is in the minutes, so it was not reviewed. If anyone has any questions, please email Chair Leban or Churchill.

### **B. Public Safety Building**

This building is having significant work being done. There is a shelter and lots of landscaping going on. Leban and Churchill met with Ed Billington and Greg Todesky about the grass lawn. There are some ideas, but nothing is set in stone. The committee will discuss ideas and make a recommendation.

## **IX. GRANTS**

### **A. Audubon Arts Ed Final Report**

Money was received in December 2005. They were awarded \$1500, but report only shows use of \$743. ***Churchill will clarify and report at the next meeting.*** Any questions should be directed to Churchill to be addressed at the next meeting.

Penny Orloff presented a grant application to the Grant Committee. It has not been formally reviewed yet because there were discrepancies in the application. The staff will contact Penny to discuss this with her.

## **X. GENERAL NEW BUSINESS**

Tarapolsi noted that, in Puerto Vallarta, there was a town gathering each Sunday night at a gazebo. A municipal band plays and there is a dance. It was free to the citizens. No alcohol was served. This might be an idea for next summer.

Moon thanked those who attended the show on Saturday at George's Greek Restaurant. Her band will be playing again on October 28 at George's Greek Restaurant in Seattle. She will be doing her Cabaret show at Victor's Coffee on September 30.

She will also inform everyone, via email, about the trip to the Miller Art Center in Carnation that she spoke about earlier.

## **XI. MOTION TO ADJOURN**

**Motion to adjourn by:** Commissioner Tarapolsi.

**Second by:** Commissioner Sambamurti.

**Motion carried:** 6-0 unanimous

The meeting adjourned at 9:15 p.m.

Minutes prepared by Recording Secretary, Meagan Farrell.

**NEXT REDMOND ARTS COMMISSION MEETING:  
October 12, 2006  
Old Redmond School House Community Center  
7:00 p.m.**

# Redmond Arts Commission

**Meeting: June 8, 2006**

## **Audience Present**

*Please note: Information provided at this public meeting becomes part of the City's permanent record.*

NAME	ADDRESS	PHONE
Melna Skillingstead		
Jill Schmidt	18518 NE 25 <sup>th</sup> Street, Redmond	
Phil and Linda Teller	9712 167 <sup>th</sup> Ave NE, Redmond	